



# CITY OF LODI

## COUNCIL COMMUNICATION

**AGENDA TITLE:** Adopt resolution approving the reallocation of one (1) vacant Administrative Clerk position to Permit Technician located in Community Development along with the new job specification and salary range (HR)

**MEETING DATE:** Wednesday, October 15, 2003

**SUBMITTED BY:** Human Resources Director

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**RECOMMENDED ACTION:** Adopt resolution approving the reallocation of one (1) vacant Administrative Clerk position to Permit Technician located in Community Development along with the new job specification and salary range. (HR)

### BACKGROUND INFORMATION:


A classification study has been conducted on the position of Administrative Clerk in accordance with the Rules for Personnel Administration. This position is currently vacant. Over the years this job has evolved from performing clerical functions to performing more technical duties in Community Development. The volume of customers at the public counter has increased significantly. By creating the Permit Technician classification the building division will be able to assist the public more efficiently by answering code questions and processing plans and permits in a timely manner. Currently there are two Administrative Clerks assigned to the front counter who cannot answer the more technical questions or review construction drawings for intake. A permit technician will be able to answer routine code questions, review plans for intake and process permit applications. This will reduce the time Building Inspectors and the Senior Building Inspector work at the counter, thereby improving the plan check turn around time.

Human Resources staff looked at our survey agencies and almost all had a position similar to the one we have developed. It is recommended the position of Administrative Clerk be reallocated to Permit Technician. Attached is a new class specification (Exhibit A) for this new title. This position will remain in the General Services Bargaining Unit.

It is recommended the Permit Technician be set to market. The recommended salary range for this classification is:

<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
\$2,926.35	\$3,072.67	\$3,226.30	\$3,387.62	\$3,557.00

APPROVED: \_\_\_\_\_

  
H. Dixon Flynn -- City Manager



# CITY OF LODI

## COUNCIL COMMUNICATION

**COST:** Additional fiscal-year cost of \$8,388

**FUNDING:** General Fund (Currently approved in FY2003-04 Budget)

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Joanne M. Narloch", written over a horizontal line.

Joanne M. Narloch, Human Resources Director

cc: City Attorney  
Rad Bartlam, Community Development Director

Prepared By: Amy Flores, Management Analyst

APPROVED: \_\_\_\_\_

H. Dixon Flynn -- City Manager

RESOLUTION NO. 2003-193

A RESOLUTION OF THE LODI CITY COUNCIL  
APPROVING THE REALLOCATION OF ONE VACANT  
ADMINISTRATIVE CLERK POSITION TO PERMIT  
TECHNICIAN IN THE COMMUNITY DEVELOPMENT  
DEPARTMENT, AND FURTHER APPROVAL OF A NEW  
JOB DESCRIPTION AND SALARY RANGE

NOW, THEREFORE, BE IT RESOLVED that the Lodi City Council does hereby approve the reallocation of one vacant Administrative Clerk position to Permit Technician located in the Community Development Department; and

BE IT FURTHER RESOLVED that the City Council hereby approves the new job description for Permit Technician, as shown on Exhibit A attached hereto; and

BE IT FURTHER RESOLVED that the salary range for Permit Technician shall be as follows:

Step A	Step B	Step C	Step D	Step E
\$2,926.35	\$3,072.67	\$3,226.30	\$3,387.62	\$3,557.00

Dated: October 15, 2003


I hereby certify that Resolution No. 2003-193 was passed and adopted by the City Council of the City of Lodi in a regular meeting held October 15, 2003, by the following vote:

AYES: COUNCIL MEMBERS – Beckman, Hansen, Howard, Land, and Mayor Hitchcock

NOES: COUNCIL MEMBERS – None

ABSENT: COUNCIL MEMBERS – None

ABSTAIN: COUNCIL MEMBERS – None



SUSAN J. BLACKSTON  
City Clerk

**PERMIT TECHNICIAN**

**DEFINITION:**

Provide technical and clerical support functions in the processing of building permits and related permits in the Community Development Department.

**DISTINGUISHING CHARACTERISTICS:**

This class performs more technical functions than the Administrative Clerk series. Performs a full range of permit processing including review of construction drawings, knowledge of building codes, and State regulations related to construction.

**SUPERVISION EXERCISED AND RECEIVED:**

Responsibilities may include the indirect supervision of part-time and/or Administrative Clerk positions. General supervision is provided by professional or management personnel. Functional or technical supervision may also be received from department staff.

**EXAMPLES OF DUTIES:**

Duties may include, but are not limited to the following:

- Assure compliance with policies and procedures in the receipt, routing and processing of permit applications; process applications for new construction and building modifications;
- Provide information assistance to contractors, developers, architects, engineers and the general public; assist in the resolution of complex and sensitive customer service issues in person, on the telephone, or in writing; answer questions regarding building codes and land use requirements as requested;
- Prepare and maintain records, files and logs related to permit issuance, processing and inspections; prepare documents and plans for microfilming; submit plans and documents to other departments as required;
- Calculate and collect building permit fees including issuance of permits;
- Plan review for Code compliance of routine or minor projects;
- Review submittal of construction documents for completeness;
- Performs a variety of support duties related to the department to assist staff in various office and public activities;
- Enters and retrieves data from computer systems, Operates personal computer, related software and peripheral equipment following established formats;

- Operate and maintain the division's automated permit tracking system;
- Prepares correspondence, reports, forms and specialized documents related to the functions of the department assigned, from drafts, notes, dictated tapes, or brief instructions;
- Copies, assembles and distributes reports and other written materials;
- May serve as receptionist; receives and screens callers and visitors; provides information regarding City or department practices and procedures to a variety of parties and the general public;
- Performs other related duties as required.

**MINIMUM QUALIFICATIONS:**

**Knowledge of:**

- Applicable codes and laws enforced by the Building Inspection Division;
- Basic office practices and procedures, including filing and the operation of standard office equipment;
- Basic business data processing principles and the use of and operation of a personal computer;
- Basic real property descriptive terminology and concepts;
- Land use regulations;
- Business arithmetic, including the calculation of areas and fees.

**Ability to:**

- Process permit applications for new construction and building modifications;
- Assist in coordinating the permitting process with building official, inspectors, planners, engineers, fire inspectors, other City staff, County, State and other outside agencies;
- Calculate and collect building permit fees;
- Read and interpret codes, ordinances and procedures.
- Communicate effectively both verbally and in writing.
- Communicate tactfully and effectively with the public;
- Organize and maintain accurate records and office files;
- Use and operate centralized telephone equipment, personal computer, related software and peripheral equipment;
- Establish and maintain cooperative and effective relationships with those contacted during the course of work.

**EDUCATION AND EXPERIENCE:**

Any combination of experience and education that would likely produce the qualifying knowledge and ability. A typical combination is:

**Education:**

- Equivalent to the completion of high school including completion of College course work in related field.

**Experience:**

- Two years of responsible advanced clerical experience involving public contact.

**LICENSES AND CERTIFICATES:**

- ICC Certification as a permit technician or equivalent within 2 years of the date of hire.